

# INSTRUCTIONS FOR COMPLETING DMC FORMS FOR ODF Individual – Alcohol and Drug

The **EXCEL filename on the FY 2001-02 Cost Report Forms diskette for these five documents is “ODF Individual – Alcohol and Drug”**. However, a separate worksheet has been created for each document within the file. The worksheets are “Data Entry Sheet”, “7895ODFI-AD”, “7990ODFI-AD”, “ODFIFUND-AD” [OK Worksheet], and “Comparison”. **Do not enter information in the cells where a “0” is located; these areas will be automatically calculated.**

The **first worksheet** to complete is “**Data Entry Sheet**”. Then complete “ODFIFUND-AD” ONLY if the program has both NNA and DMC funding.

## **WORKSHEET “DATA ENTRY SHEET”**

**Heading:** Enter the County Name, Contractor, Contract Period, Drug Medi-Cal 4-digit Provider Number, and the CADDs 6-digit Provider Number. This information will be automatically transferred to all other documents in file.

**Cost Information:** Enter the specific cost information for the following areas: Private Pay, Drug Medi-Cal, and NNA/Public Funded Program.

**Unit Information:** Enter the specific unit information for the following areas: Private Pay, Drug Medi-Cal, and NNA/Public Funded Program.

## **WORKSHEET “7895ODFI-AD” – NO DATA ENTRY REQUIRED**

## **WORKSHEET “7990ODFI-AD” – NO DATA ENTRY REQUIRED**

**WORKSHEET “ODFIFUND-AD” [OK Worksheet] – ENTER FUNDING AMOUNTS IN NNA AND DMC COLUMNS (ONLY IF APPLICABLE WHEN PROVIDER HAS BOTH NNA AND DMC FUNDING – This includes disallowed DMC units and associated dollars transferred to NNA.**

Based on the funding information entered, an edit may appear to the right regarding SAPT funding, NNA funding, and/or DMC funding. These edits will identify how much funding must be shifted from one area to another.

Once the edits have been eliminated and all three “OKAY” messages appear, then the funding and unit information is to be placed in the cost report (Paradox diskette).

\*If the total amounts match the Funding Needed amounts for each column and an “Error” message appears, this is due to rounding and this is acceptable.

## **WORKSHEET “Comparison” – NO DATA ENTRY REQUIRED**

This document identifies the comparison between the 7895, 7990, and the OK Worksheet.

### NOTES:

1. If **both NNA and DMC funding** is identified, the information in the **OK Worksheet column should appear on the cost report fiscal detail pages (paradox program)**. The amount in the OK Worksheet column does not have to match the amount identified in the Form 7895 column but the amounts should match between the Form 7990 column and the OK Worksheet column.
2. If **only DMC funding** is identified, the information in the OK Worksheet column is not applicable and the information in the **Form 7990 column should appear on the cost report fiscal detail pages (paradox program)**. Please keep in mind that the total DMC costs appear on Line 11 which should match the cost report fiscal detail pages under the DMC program code. **If the total DMC costs exceed the allowed Federal and State Match (Line 16) amount, the difference must still be placed on the cost report fiscal detail pages under the DMC program code.**